

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION
FY 2020 Performance Incentive Grant Fund (PIGF) Program

Notice of Funding Availability
Application Guidance Kit



Online Submission Deadline: November 4, 2019

Funded through:
The State of Maryland through Chapter 515 of 2016,
the Justice Reinvestment Act (JRA)

Governor's Office of Crime Control and Prevention
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Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr. Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

State and local government agencies, state and local courts, non-profit, and non-governmental victim services programs, including faith-based and community organizations. The primary purpose of PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reducing resources.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <https://grants.goccp.maryland.gov>.

Instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Management \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Performance Incentive Grant Fund (PIGF) Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of the PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reduction resources. The fund was established through savings generated from Maryland's Justice Reinvestment Act (JRA) to provide for county-led innovations and state expansions of programming that was prioritized by Maryland's Justice Reinvestment Coordinating Council (JRCC). The grant fund consists of multiple sections with varying eligibility criteria based upon JRCC recommendations. JRA reforms are centered on safely reducing Maryland's prison population by incorporating more evidence-based programming, improving reentry outcomes, reducing collateral consequences of incarceration, and connections to community treatment and support for nonviolent offenders with behavioral health needs. Outcomes of PIGF funded programs will be monitored by JRA's Oversight Board and performance measures will be set by the Local Government Justice Reinvestment Commission. For more background on how a potential grant application fits into JRA goals, visit goccp.maryland.gov/justice-reinvestment.

If you need technical application assistance, please contact:

Jackie Adams, Program Manager
Jacqueline.Adams1@maryland.gov
410-697-9343

or

Justice Schisler, Chief of Programs
Justice.Schisler@maryland.gov
410-697-9334

If you need assistance with program criteria or have questions on program design, please contact:

Daniel Atzmon
Daniel.Atzmon@maryland.gov
410-697-9316

The Governor's Office of Crime Control and Prevention's success is measured by subrecipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can best serve you and provide support, email your program manager.

Mission of the Governor's Office of Crime Control and Prevention:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Category A: State-level Projects

State agencies are eligible to apply alone or in partnership with another state agency. State agencies are eligible to submit one (1) application per agency. Eligible state agencies include, but are not limited to:

- Department of Public Safety and Correctional Services, including:
 - Department of Parole and Probation
 - Maryland Parole Commission
 - Police and Correctional Training Commission
- Maryland Parole Commission
- Maryland Department of Health
- Maryland Department of Labor
- Maryland Courts

Category B: County-level Projects

County-level entities in Maryland are eligible to submit one (1) application per agency. Eligible agencies include:

- Local detention centers
- Local courts
- County government agencies
- Non-profit, non-governmental agencies working specifically within one county or region
- A partnership between multiple local county agencies

Only one grant will be awarded per jurisdiction under category B.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Performance Incentive Grant Fund (PIGF)

C. Submission Date

November 4, 2019 by 3 PM

D. Anticipated Period of Performance

January 1, 2020 to December 31, 2020

E. Funding Opportunity Description

GOCCP announces the availability of \$3.4 million total in grant funding under the Performance Incentive Grant Fund (PIGF) established by the 2016 Justice Reinvestment Act. PIGF funding comes through State dollars saved by the decrease in the number of individuals incarcerated in Maryland prisons.

Funding is allocated between state and local projects, which each have different priorities as established by the JRA Oversight and Local boards. GOCCP may make additional PIGF awards that may include multi-jurisdictional or statewide collaborative efforts to encourage evidence-based reductions in incarceration.

Category A: State-level Projects

GOCCP announces the availability of \$1,509,935 in funding for state-level criminal justice improvements. GOCCP anticipates making a minimum of four (4) state-level Category A awards for FY 2020. Awards will range from \$200,000 to \$500,000. Category A projects

must meet the specific priorities of reinvestment in treatment, restitution collection processes, reentry and/or training for criminal justice decision makers.

Category B: County-level Projects

GOCCP announces the availability of \$1,898,668 in funding for county-driven criminal justice improvements. GOCCP anticipates making up to 10 Category B awards ranging from \$200,000 to \$250,000 each for FY 2020. In addition to the local program priorities and in accordance with the 2016 Justice Reinvestment Act, a minimum of \$95,000, will be awarded to enhance victim's rights and services.

III. PROGRAM REQUIREMENTS

A. Category A: State-level Projects

State level projects must address purposes established by the Justice Reinvestment Coordinating Council as initial priorities. See the full recommendations of the JRCC here: goccp.maryland.gov/jrcc/index.php.

• Part 1: Reinvestment in Treatment

- Funding can be used to improve access to treatment and programming within the community through day reporting centers, integration of case management, licensed clinical staff, or other treatment programming into supervision facilities, and to enhance existing programs and provide access and connection to treatment for specialty caseloads, or to institute new programming.
- Funding can be used to expand the availability and capacity of alternatives to incarceration aimed at diverting individuals with co-occurring behavioral health needs from further justice involvement, including expansion of specialty courts, specifically drug courts, mental health courts, or courts addressing co-occurring disorders.
- Funding can also be used for screeners to better identify the behavioral health needs of individuals in custody, defendants pending charges, or clients under community supervision.

• Part 2: Reinvestment in Victims

- In keeping with the recommendations and discussions of the JRA Oversight Board, funds can be used to improve the efficacy and celerity of victim restitution. Funding can be used for implementation costs, including staff and programming costs to improve the state centralization of Maryland's victim restitution, including improvements to the process of documenting, analyzing and transmitting victim restitution orders.
- Preference will be given to improvements that result in the increase of funding disbursed to victims.
- Funding can also be used for the enhancement of victim's rights, specifically by improving victim notification. Funding can be used for new notification methods, and the improvement of documenting victim notification responsibilities. Preference will be given to grants that improve the technology of victim notification through centralized notification portals, automated notification solutions, and improvements to centralized court records of notification.
- The purpose of this funding is to improve the state's infrastructure to better meet the needs of victims, and is intended for lasting improvements to criminal justice processes.

- **Part 3: Reinvestment in Reentry**

- Funding can be used to expand programming options for those leaving prison and reentering the community, including community-based employment, treatment, and housing services. This may include work release programming, clinical interventions and support for transition coordinator positions.

- **Part 4: Reinvestment in Training for Criminal Justice Decision Makers**

- Funding can be used for evidence-based training for personnel within the justice system who make key decisions impacting case outcomes, including probation and parole agents and supervisors, Parole Commission members, hearing officers, judges, and court commissioners.
- Allowable trainings involve those that teach evidence-based risk-reduction interventions, and supporting and encouraging compliance and behavior change.
- Training should incorporate evidence-based education on identifying, understanding, and targeting criminogenic risks and needs.
- Trainings may include the adoption of evidence-based risk screening assessment tools to guide release and classification processes.
- Training modules should be identified in national registers of evidence-based practices, such as the SAMHSA evidence-based practice resource center and effective programs listed on www.crimesolutions.gov. These are not exhaustive lists of evidence-based practices. If programs are state certified or not listed, applicants will be expected to demonstrate sufficient evidence basis in the application, or the requested programming will be **ineligible**.

B. Category B: County-level Projects

County level projects must address one of the priority areas established by the Justice Reinvestment Local Commission. All priority areas further the Justice Reinvestment Act goals of improving the efficiency and efficacy of the criminal justice system by reducing recidivism and incarceration.

Category B applicants will be given priority if their applications are targeted toward the following populations, or include a significant programming component to serve incarcerated women, justice-involved individuals in need of mental health programming, incarcerated parents, and victims of crime.

- **Part 1: Evidence-Based Practices (EBP)**

- EBPs may include a range of projects serving individuals during law enforcement interactions, through pretrial services, prosecutor-led programming, or other services in local detention centers.
- Projects may involve diversion from the criminal justice system, interventions with populations at high risk of arrest, or other services for justice-involved populations.
- EBP practice resources:
 - [National Institute of Corrections](#)
 - [SAMHSA Evidence-Based Practice Resource Center](#)
 - [NIJ Crime Solutions](#)

- **Part 2: Reentry**

- County level reentry projects can include workforce development programs, reentry services with an in-reach/pre-release component, transition coordination, case management or clinical services, and somatic or behavioral healthcare services.

- **Part 3: Specialty Courts**

- Specialty court projects can include funding to provide clinical staff to enhance or expand mental health courts, drug courts, and specialty dockets addressing veterans or individuals experiencing homelessness.

- Funding can also be used to expand or establish Forensic Alternative Services Teams (FAST) to improve assessments, referrals and diversion to the most appropriate court and an array of services.
- Funding may also be used to expand or establish a state certified Abuser Intervention Programming.
- **Part 4: Pretrial Risk Assessments and Services**
 - Pretrial projects can assist counties in the development, implementation, and improvement of pretrial services programs that reduce the size and cost of pretrial detention populations on the county level, reduce recidivism, and improve public safety outcomes.
 - All funded programs are required to meet the following criteria:
 - Use of a validated, evidence-based, race-neutral risk scoring instrument to guide release or no bond decisions;
 - Use of best practices shown to be effective in other jurisdictions; and
 - Incorporate multiple levels of supervision based on defendant risk scores.

C. Performance Measures

Applicants are expected to propose evidence based, measurable projects. Per the Justice Reinvestment Act, part-specific Category B program measures will be developed by the Local Government Justice Reinvestment Commission and provided to subgrantees before the beginning of the grant period. Applicants are nevertheless strongly encouraged to outline their recommended performance measures and methods of tracking and evaluating program efficacy that demonstrate understanding of outcome-driven programming. Applicant responses in the program measurement section will be evaluated on the applicant's demonstrated experience and capacity to track performance measures, and as an extension of their program logic. For example, if an applicant has provided similar services in the past, or has an existing case management system that collects particular data points for management, an applicant should detail this in the application to indicate their experience and capacity in tracking and reporting performance measures. Examples of logic models are available at <https://cyfar.org/what-does-logic-model-look>.

D. Sustainability

In line with the goals of the Justice Reinvestment Act, reforms should generate new opportunities and be self sustaining. For this reason, PIGF awards are one-time investments with no commitment for continuation. Applicants should track cost savings and cost aversion diligently throughout the performance period and engage with county-level agencies as part of sustainability planning. Applicants will need to demonstrate planning to continue programs, if needed, through independent, county-level, or federal funding sources. **Application to other GOCCP-administered state funding opportunities does NOT constitute sustainability planning, and will not be scored favorably.**

IV. APPLICATION PROCESS

Because this is a multi-part funding opportunity, applications MUST state in a header line the application category and part that the application is being submitted for (i.e. Category A: Part 1-Pretrial Assessment).

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **October 25, 2019**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, but do not have your User ID, or are having technical issues with the system, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Daniel Atzmon at daniel.atzmon@maryland.gov.

VI. IMPORTANT DATES

Deadline to Request a User ID	October 25, 2019
Deadline to Submit an Online Application	November 4, 2019 by 3 PM
Letters of Intent Emailed/Denial Letters Emailed	December 2019
Sub-award Start Date	January 1, 2020
Sub-award End Date	December 31, 2020

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification-- 15 points total
 - Program goals and objectives-- 20 points total
 - Program strategy/program logic-- 10 points total
 - Performance measurement (outputs, outcomes, and impacts)-- 20 points total
 - Timeline-- 5 points total
 - Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)-- 20 points total
 - Management capabilities-- 5 points total
 - Sustainability-- 5 points total
- Total of **100 points**

PIGF is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under PIGF for FY 2020 will begin January 1, 2020 and end on December 31, 2020. Budgets submitted should be for a 12 month period. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with PIGF funds:

- Personnel
- Operating expenses
- Contractual services
- Travel that is directly related to the proposed project
- Equipment
- Risk-assessment validation
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation, such as client support funds, will be considered on a case-by-case basis.)

C. Unallowable Costs

The following services, activities, and costs cannot be supported with PIGF funding:

- Lobbying or administrative advocacy
- Audit costs
- Rental fees
- Printing costs
- Telephone/fax
- Food/beverages except for per diem for travel and direct food for program participants. Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All electronic programmatic reports are due within 15 calendar days of the end of each quarter. Electronic financial reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System(GMS), using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3) https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. There are strict federal

laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals
 - _____ Program Strategy
 - _____ Program Measurement
 - _____ Logic Model
 - _____ Timeline
 - _____ Spending Plan
 - _____ Management Capabilities
 - _____ Sustainability
- _____ DUNS/SAM Registration
- _____ Budget and Budget Justification
 - _____ Personnel
 - _____ Operating Expenses
 - _____ Travel
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)
- _____ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.